



## Louisiana Department of Revenue Public Records Request

*Louisiana Revised Statute 44.1*

### MAIL APPLICATIONS TO:

Louisiana Department of Revenue  
Attention: Custodian of Records  
617 North Third Street  
P.O. Box 44098  
Baton Rouge, LA 70804  
Telephone: (225) 219-2780  
Fax: 225 219 2759

This request may be emailed to:  
LDR.PublicRecordsRequest@la.gov.

**PLEASE PRINT OR TYPE.**

Requestor's Information			
Applicant Name			Date of Request (mm/dd/yyyy)
Organization Name			
Mailing Address			
City			State ZIP
Contact Telephone Number		Fax Number	
Email Address			
Requested Documents (please be as specific as possible; attach additional pages as necessary)			

Authorization	
Name	Title
Signature X	Date (mm/dd/yyyy)

*A signature is not required if the request is submitted electronically.*

## INSTRUCTIONS

- 1: Complete all information in the fields provided. If you have any questions, please call (225) 219-2780 for assistance.
- 2: The completed form may be submitted by mail, courier, or in person to the Custodian of Records, Louisiana Department of Revenue at the addresses listed above. Completed requests may also be faxed to (225) 219-2759 or emailed to LDR.PublicRecordsRequest@la.gov.
- 3: Once the request is received by the Department of Revenue, it will be reviewed to determine if the requested records can be disclosed. If the requested records are exempt from disclosure, the requestor will be notified by certified mail of the determination and the reasons for it.  
  
If the requested records can be disclosed, the requestor will receive a "Notice of Estimated Costs for Copies of Public Records" form (R-8325) by email, mail, or fax.
- 4: Delivery Options (*Please choose one*):
  - (a) Have the records separated for in-person review. To view records on a particulate date, please list it here: \_\_\_\_\_. You will be notified when the records are ready for your review during regular office hours.  
  
There is no cost to view a public record. After the records have been reviewed, the requestor can ask that copies be made of selected records. The Department of Revenue will prepare a Notice of Estimated Costs & Public Records Request. Once payment by check or money order made payable to the Louisiana Department of Revenue is received, copies of the selected records will be made.
  - (b) Have copies made of the records for personal pickup. The cost of copies must be paid IN ADVANCE by check or money order made payable to the Louisiana Department of Revenue. If payment is not received within ten business days after the notice is sent, the requestor must submit a new request.
  - (c) Have copies of the requested records mailed to the requestor. The cost of the copies must be paid IN ADVANCE by check or money order payable to the Louisiana Department of Revenue. If payment is not received within ten business days after the notice is sent, the requestor must submit a new request.

Costs due are payable upon receipt of the Notice of Estimated Costs for Copies of Public Records notice. If payment is not received within ten business days after the notice is sent, the requestor must submit a new public records request.

### Uniform Fee Schedule

The following Uniform Fee Schedule must be used when furnishing copies of public records requested by the public:

Uniform Fee Schedule		
Item	Regular Fee	Free or Reduced Fee
Copy, including records on preprinted computer reports, up to 8½ by 14 inches	\$0.25 per one-sided page \$0.50 per two-sided copy	\$0.05 per one-sided page \$0.10 per two-sided copy
Copy, color, up to 8½ by 14 inches	\$1 per one-sided page \$2 per two-sided copy	\$0.50 per one-sided page \$1 per two-sided copy
Copy, larger than 8½ by 14 inches	Actual cost	Actual cost
Copy of existing electronic file	\$0.25 per one-sided paper copy \$0.50 per two-sided paper copy	\$0.05 per one-sided paper copy \$0.10 per two-sided paper copy
Copy of disk, CD, videotape or audiotape (disk, CD, or tape shall be provided by department only)	\$15 per disk/CD/tape copied	\$5 per disk/CD/tape
Computer generated report that requires data processing time (disk/CD shall be provided by department only)	\$15 per disk/CD/tape copied	\$5 per hour plus \$5 per disk/CD
Copies printed or produced by outside sources at the request of the department	Actual cost	Actual cost
Postage & Handling	Actual cost	Actual cost
Surcharge for every 100 pages copied	\$10	\$10
Certification of copy	\$5 per certification	\$5 per certification
Viewing records	No charge during regular office hours	No charge during regular office hours

Free or reduced copy fees may be available. Please see Louisiana Public Records Act , R.S. 44:1 *et seq.*